

## **Designated Officer Positions**

President--It shall be the duty of the President to:

1. Preside at state meetings and at meetings of the State Executive Council;
2. Call special meetings of the association or of the State Executive Council when requested to do so by a majority vote of the executive council or the state adviser;
3. Report his/her activities during an association year to the state conference and file a copy of his/her report with the First Vice President;
4. Represent the state association and speak on occasions when requested;
5. Prepare agendas with the cooperation of the state adviser;
6. Conduct all meetings according to Robert's Rules of Order Newly Revised with direction from the Vice President of Parliamentary Law as needed;
7. Serve as a voting delegate at the National Leadership Meeting; and
8. Appoint committees to carry out the business of the organization, as deemed necessary.

First Vice President--It shall be the duty of the First Vice President to:

1. Assist the president and other statewide officers;
2. Be prepared to assume the position of the president if for some reason the president cannot carry on the responsibilities of the office; and
3. Keep an accurate record of sessions of the State Leadership Conference, meetings of the State Executive Council, and other state meetings;
4. Prepare and read the minutes of meetings; and
5. Attend to official correspondence.

Vice President of Finance --It shall be the duty of the Vice President of Finance to:

1. Make a report to delegates assembled at State Leadership Conference on the financial status of the association.
2. Investigate potential sponsors for the state association with assistance from the state adviser; and
3. Serve as liaison between all sponsors of the state association and the State Executive Council.

Vice President of Parliamentary Law --It shall be the duty of the Vice President of Parliamentary Law to:

1. Have on hand for each meeting copies of the state bylaws, national bylaws, and Robert's Rules of Order Newly Revised;
2. Be familiar with parliamentary procedures and serve as consultant during general business meetings and executive council meetings;
3. Keep bylaws up-to-date; and
4. Assist in preparing and presenting the proposed amendments/changes to the bylaws at the annual business meeting.

Vice President of STAR Events--It shall be the duty of the Vice President of STAR Events to:

1. Read and understand the state and national STAR Events manuals;
2. Provide leadership in planning and coordinating the recognition events and leadership activities for FCCLA members throughout the state; and
3. Prepare and train all Regional Representatives.

Vice President of Public Relations--It shall be the duty of the Vice President of Public Relations to:

1. Promote FCCLA through all forms of the news media;
2. Help chapters with ideas for observing FCCLA Week and with interpreting FCCLA to others; and
3. Represent the state association as a National Connection Team member; and
4. Prepare and distribute the state publication to all affiliated chapters.

Vice President of Community Service--It shall be the duty of the Vice President of Community Service to:

1. Promote and encourage the state and national community service projects;
2. Work in cooperation with the State Executive Council to determine the state's community service focus(es);
3. Keep the State Executive Council updated as to the progress of the state and national community service projects; and
4. Encourage the National Program Community Service.

Vice President of Career Development--It shall be the duty of the Vice President of Career Development to:

1. Promote Occupational chapter membership and activities;
2. Promote the interests of Occupational chapters in state association meetings and activities;

3. Make suggestions for any other programs of interest to Occupational members;
4. Compile ideas and provide assistance to local members of Occupational chapters; and
5. Promote the integration of Family and Consumer Sciences with FCCLA.

Vice President of National Programs --It shall be the duty of the Vice President of National Programs to:

1. Promote and encourage the participation and utilization of the National Programs; and
2. Inform members throughout the state on the National Programs.

In the event that there is a National Officer Candidate, the following duties for this office will be assigned:

National Officer Candidate/Vice President of National Correspondence--It shall be the duty of the National Officer Candidate/ Vice President of National Correspondence to:

1. Represent the state association as a National Officer Candidate at the National Leadership Conference;

In the event that a National Officer Candidate is not elected on to the National Executive Council, the following duties will be assigned:

Vice President of National Correspondence—It shall be the duty of the Vice President of National Correspondence to:

1. Assist the state adviser when needed;
2. Complete a monthly evaluation of the State Executive Council's actions; and
3. Update the State Executive Council and the State Association on any changes that have occurred at the national level.